

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, [REDACTED]

DATE: 5 February 1962

FROM : Chief, [REDACTED]

SUBJECT: Preparation of New File Folders

REF : Your memo of 23 Jan 62, same subject.

1. We appreciate very much your offer to make machine listings [REDACTED] and aid in the preparation of labels. However, after giving the matter a great deal of thought we believe it would be simpler for us to make the labels here.

2. It would be very helpful if you could send us a sample of the type of folders that are available for use in shelf filing. Many of our folders get very hard use and a heavy type folder is desired for these specific accounts.

3. Thanks again for your offer.

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